



TOWN OF NEWTON, NH

SAFETY & LOSS PREVENTION PROGRAM & POLICIES

As an employer with 10 or more full-time, part-time or seasonal employees, a town is required by RSA 281-A: 64 to develop a current written safety program to help reduce the cost of worker's compensation insurance. A summary of this program is filed with the Department of Labor biennially on January 1st, using Safety Summary Form WCSSF.

Revised: July 2009, May 2014, August 2014, Sept. 2014, Oct. 2014, Nov. 2014

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SECTION I – INTRODUCTION

INTRODUCTION:

The purpose of the Safety and Loss Prevention Program is to bring workers and management together in a cooperative effort to promote workplace safety. The Committee shall develop a written safety program for submission to the New Hampshire Department of Labor.

Every employee of the Town of Newton has the right to a workplace free from safety and health hazards (Lab 1403.01). This Safety and Loss Prevention Program is designed to prevent accidents and illnesses to the employees and management of the Town. Unsafe acts, unsafe conditions and incidents all demonstrate a weakness in the management system. This program provides the framework and structure for safety concerns to be managed like any other function of town government through planning, organization, leadership, control and communication.

This manual has been prepared in order to provide all Town of Newton personnel with a comprehensive set of written safety policies and procedures.

These policies and procedures have been developed, and shall be followed, in an effort to minimize incidents in all departments. The material in this manual will be periodically reviewed and amended as needed. Every employee, supervisor and department head shall be expected to be thoroughly familiar with the contents of this manual and shall be held responsible for compliance with the directives contained herein.

Only through a joint commitment by management and employees can workplace accidents or injuries be reduced or eliminated.

SECTION II - GENERAL RULE REGARDING THE SAFETY AND LOSS PREVENTION PROGRAM

The Town of Newton accepts and adheres to the Department of Labor's ADMINISTRATIVE RULES FOR SAFETY AND HEALTH, Chapter LAB 1400. The only exceptions would be where more stringent rules are in place, such as in the Newton Police or Fire Department's departmental policies.

SECTION III – RESPONSIBILITIES:

Safety & Loss Prevention Committee:

- A The Safety and Loss Prevention Committee (SLPC) shall consist of various members of town management. Specifically: A Selectman, Road Agent, Fire Chief, Chief of Police shall be permanent members. Additional members may consist of representatives from other town departments such as, Town Hall offices, Transfer Station, Cemetery Trustees, Library etc...

The SLPC will meet at least quarterly to review and act upon incident reports and review the safety policies and programs in place.

Board of Selectmen:

The responsibilities of the Board of Selectmen (BOS) shall include, but not be limited to, the following functions:

- a) To provide overall support, direction and commitment;

SECTION III – RESPONSIBILITIES (Cont):

Board of Selectmen: (Cont.)

- b) To ensure that personnel responsible for implementing the provisions of this program understand it, have a copy of it, and are held accountable for their action/inactions in accordance with established personnel policies and procedures;
- c) To provide required resources including funding for safety equipment, personal protective equipment and training materials;
- d) To provide time as part of the normal operations of a department for inspections and the completion of reports when warranted by investigation, and to permit and encourage employees to participate in training programs;
- e) To provide other necessary support and programs as needed.

Department Head / Supervisor:

Each Department Head / Supervisor shall have complete responsibility for the Safety Program within their department and building(s). In addition shall:

- a) Assure that Employees are properly instructed regarding safe working methods and that Supervisors fulfill their assigned responsibilities in regard to safety instruction and supervision.
- b) Assure that required reports pertaining to injuries, vehicle incidents and investigations are promptly prepared and forwarded for further processing.
- c) Require all personnel to obey safety rules, procedures and policies, and shall take or recommend appropriate disciplinary action whenever deemed necessary.
- d) Assure that proper action is taken any time an Employee is injured. This includes:
 - i) Making sure that the injured Employee receives appropriate medical attention, depending upon the severity of the injury.
 - ii) Completing any necessary forms, reports or other documentation related to the injury and treatment of an Employee under their supervision. This includes, but is not limited to, Workers' Compensation Forms and Incident Investigation Forms.

Employees:

Each Employee is always responsible for his/her own safety, the safety of fellow workers, and the safety of the general public with regard to the work being performed (Lab 1403.01 (b)). In addition:

- a) An Employee shall be required to obey safety rules, policies and procedures as a condition of employment.
- b) An Employee shall wear personal protective equipment such as goggles, hard-hats, etc. as deemed necessary by the Department Head / Supervisor, or as common sense dictates.
- c) An Employee shall promptly inform Supervisor of any unsafe equipment, unsafe tools or other hazardous conditions.

SECTION IV – EMPLOYEE SAFETY EDUCATION AND TRAINING:

- 1. As soon as possible after hiring, the Department Head / Supervisor is responsible for training and reviewing all safety policies and procedures with all part-time and full time employees.**
- 2. Reorientation training will be given to all employees who return to work from an injury or an extended absence.**
- 3. Hazardous Communication and Safety Training is mandated for all employees. The Fire and Police Departments heads will conduct training specific to their areas.**
- 4. A refresher course on Hazardous Communication and Safety Training will be given annually.**
- 5. *The Supervisor of the Transfer Station will train all personnel on the relevant safety procedures and policies before said personnel is allowed to work alone at the Transfer Station.**
- 6. When training is completed, the Dept. Head / Supervisor will document the training with a copy submitted to the Selectmen's Office for inclusion in the training file and the employee's personnel file.**
- 7. The Board of Selectmen will enforce the mandatory training of all employees as outlined in the training policy.**

*** Transfer Station Attendant shall be State Certified.**

SECTION IV – TOWN OF NEWTON, NH SAFETY POLICIES:

First Aid Policy: (NSC 0309-1)

It is the policy of the Town of Newton to have a safe work environment for employees, visitors, and those that are conducting business in the town.

Emphasis is placed on the prevention of accidents and injuries. When accidents do occur, prompt and knowledgeable treatment of injured employees will, in many cases, prevent minor injuries from becoming major ones.

Adequate first aid supplies shall be readily available. First aid cabinets or kits will be maintained in various, accessible locations. NOTE: A record/list should be kept inside the kit listing items used/removed to facilitate restocking.

First aid supplies are to be checked on a monthly basis. The date of the check and the “checkers” name will be recorded on Form “A” located near the first aid supply kit. The Defibrillators will be checked monthly and the date and checker’s name recorded in Form “B”.

First aid supply containers are maintained at the following locations:

<u>BUILDING</u>	<u>AREA</u>	<u>RESPONSIBLE PARTY</u>
Fire House:	Rescue Truck (Mobile Unit)	Fire Chief
Greenie Park Field House:	Food Prep Room	Recreation Director
Marshall House Museum:	First Floor Kitchen	Museum Curator
Police Station:	Wall at entrance to hallway	Police Chief
Gale Library	Front Desk 1 st Floor	Librarian
Road Crew Truck	In cab	Road Agent
Town Beach Shed:	West Wall	Recreation Director
Town Hall:	“Kitchen” Area	Town Administrator
Transfer Station:	“Bunker” Building	Station Manager

A member of the Town Safety Committee will be delegated to monitor monthly checks.

Defibrillators are stored in the following locations:

<u>BUILDING</u>	<u>AREA</u>	<u>RESPONSIBLE PARTY</u>
Town Hall:	Outside Build. Insp. Office	Town Admin. or Designee
Transfer Station:	In Bunker Building	Station Mgr. or Designee
Police Cruisers:		Police Chief

In the event of a serious emergency, make sure the immediate area is safe - do not put yourself or anyone else in danger!

Due to the fact that the employees on the scene may not be trained to be a “First Responder”, the only action required, of the employee(s), would be to call 911.

You will need to give the following details:

- Exact location
- What happened (be clear and concise);
- Symptoms (if possible);
- Your name.

SECTION IV – TOWN OF NEWTON, NH SAFETY POLICIES (CONT.):

First Aid Policy: (NSC 0309-1) Cont.

The rescue vehicle will respond to a medical emergency; therefore the EMT's will do what is necessary until the ambulance arrives.

Stay with the sick or injured person if possible. It is preferable to use the nearest available person or telephone to get help. Ask the person you send to get help to come back, if possible, and advise you as to whom they contacted.

**Calm and reassure the injured/ill person and make them as comfortable as possible.
Attempt to ascertain the sick or injured persons medical information. (IE: Prescription medication, allergies etc...)**

Prepare the patient and immediate area for more advanced care and accessibility. (IE: move furniture, equipment, vehicles etc...)

In cases requiring outside medical attention, notify the appropriate responding agency. The patient will decide the manner of transportation to be used.

NOTE: Employees are instructed to render care only up to their level of training in First Aid.

SECTION IV – TOWN OF NEWTON, NH SAFETY POLICIES (CONT.):

ACCIDENT INVESTIGATION POLICY: (NSC 0309-2)

Cases to be investigated:

Every incident shall be investigated.

Purpose of Investigation:

The purpose of the investigation shall be to determine what happened, why it happened, and what steps should be taken to prevent a reoccurrence of the incident.

Investigation Procedure:

1. The Department Head / Supervisor, or their designee, will investigate all incidents that occur within their scope of responsibility.
2. Each investigation should be started as soon as possible after the incident. A delay of only a few hours may permit important evidence to be destroyed, or removed, whether intentionally or unintentionally.
3. The accident report is to be submitted, within 48 hours, to the Selectmen's Office for processing. The report will be sent to the Insurance Company, if applicable, along with copies to the Safety Committee for their review of the accident in order for them to make recommendations to correct or prevent future accidents.
4. Arrive at the incident scene promptly in order to obtain facts while they are still fresh, investigators should arrive at the scene as soon as possible after an incident has been reported.
5. Conduct Interviews With Involved Parties with the injured person, all witnesses and involved parties will be interviewed to obtain results, and allow each person to relate what happened in his/her own way. The investigator, if necessary, should make only brief notes, at this time. Complete, formal statements, if required, can be made later.
6. Note Conditions and Evidence. Record information as to conditions present at the time of the incident. These could relate to weather, mechanical defects, or other unsafe working conditions. Also note any physical evidence that is available. If possible, photographs should be taken of the scene.

Note: Any Reference to Unsafe Acts. Note any reported unsafe acts that may have contributed to the incident.

Reports of Investigation:

Written reports of investigation will be as complete as possible, preferably in narrative form. The report should include information that would answer the following questions:

WHO was injured or WHAT was damaged?

HOW did the incident happen?

WHERE and WHEN did it happen?

SECTION IV – TOWN OF NEWTON, NH SAFETY POLICIES (CONT.):

ACCIDENT INVESTIGATION POLICY (NSC-0309-2) CONT.

WHO saw it happen?

WHAT persons, equipment, materials and conditions were involved?

WHY did the incident happen?

The investigator must be particularly thorough in determining the WHY of each incident.

For example, in the case of an Employee receiving an eye injury, the investigator might list the cause as "failure to wear goggles".

- o The WHY of this incident is: “Why didn't the Employee wear goggles? Were goggles available? If so, was the Employee instructed to wear them? If so, why didn't the Employee wear them?”
- o What could and should have been done to prevent it and similar incidents?

The Safety Committee will meet as needed with the Department Head / Supervisor to discuss the accident and make recommendations to prevent future accidents from happening.

The recommendations of the Safety Committee will submitted to the Board of Selectmen.

The accident reports will be kept in the Safety Committee files. All reports are to be kept confidential.

SECTION IV – SAFETY POLICIES (CONT.)

Personal Protective Equipment: - NSC-0309-3

Highway Department & Transfer Station

The employees working for the Town of Newton, as well as contractors hired by the Town, are required to wear all proper personal protective equipment appropriate to their contractual duties. (IE: Hardhat, Eye protection, Ear protection etc...) It is the Department Head / Supervisor's responsibility to ensure all department personnel are supplied with the proper protective equipment for duties performed in their department and are trained in the proper use of said equipment.

It is the contractor's responsibility to ensure all contractor personnel are supplied with the proper protective equipment and trained in the proper use of said equipment. (See Contractor Form)

1. Head Protection:

Approved ANSI hard-hats shall be furnished to and shall be worn by personnel who are working in and around areas where there is a possibility of head injury.

Duties, which require the use of hard hats, include, but are not limited to the following:

- The ground person must wear a hard hat within the work area during the operation of all equipment, including backhoe, loader, and street sweeper.
- When working in the vicinity of tree or brushwork operations.
- When working below ground level, such as in lift stations, ditches, etc.
- When other conditions warrant and / or when instructed to do so by a supervisor.

2. Eye Protection:

Goggles, face shields, safety glasses with side shields or other suitable eye protection shall be required for wear by employees whenever there is danger of exposing the eyes to flying particles, chemical substances, harmful light rays such as produced when welding, dirt or grease falling from under vehicles, blood/bodily fluids, or other conditions considered harmful.

The Town will furnish suitable eye protection devices.

3. Ear / Hearing Protection:

Earplugs or earmuffs must be worn when performing duties where the occupational noise exposure level exceeds the sound levels shown in Table 14.01 Permissible Noise Exposures, section LAB 1403.38 of the Department of Labor Administrative Rules for Safety and Health.

The Town will furnish suitable hearing protection devices.

SECTION IV – SAFETY POLICIES (CONT.):

Personal Protective Equipment - NSC-0309-3 (Cont.)

Highway Dept. & Transfer Station (Cont.):

4. Hand Protection:

Employees may be required to use appropriate work gloves in completing their duties.

The Town shall furnish specialized hand protection such as rubber gloves, leather gloves, welding gloves, etc commensurate with the duties being performed.

5. Foot Protection:

Employees are required to wear safety shoes whenever they are working in an area where heavy objects, machinery, tools or other potential hazard pose an increased risk that foot injuries may occur.

An annual financial allowance will be given each year for the purchase of approved foot protection. Upon presentation of the purchase receipt the employee will be reimbursed an amount not to exceed either the allowance or the purchase price, whichever is lower.

NOTE: Employees are to wear said safety shoes only when performing town duties.

6. Clothing:

Employees are required to dress appropriately. Standard dress will be pants and shirt. Shorts and T-shirts may be worn in certain circumstances as approved by the Department Head / Supervisor.

7. Safety Vest:

Shall be worn when an employee is in flagging position and/or when working in a traveled right-of-way. This includes volunteers at the Transfer Station.

The Town will furnish suitable ANSI Class III reflective vest equipment.

8. Penalties:

Failure to comply with mandatory requirements for wearing safety apparel and using safety equipment will result in disciplinary action up to and including termination. (See Disciplinary Policy for Safety Infractions.

Personal Protective Equipment: Newton Police and Fire Departments:

Policies are kept at the Central Fire Dept. and Police Headquarters.

SECTION IV – SAFETY POLICIES (CONT.)

MOTOR VEHICLE POLICY – NSC-0309-4

The following is a guideline pertaining to the use of motor vehicles owned by the Town of Newton.

NOTE: The Police and Fire Departments have specific departmental “Standard Operation Procedures” for the operation of town owned vehicles. But, at a minimum, both departments should comply with Town of Newton Motor Vehicle Policies.

Seat belt use in All Town own vehicles is mandatory. Seat belt use is also mandatory if you are using your personal vehicle (POV) on town business.

Reckless driving will NOT be tolerated, even on emergency calls.

MOTOR VEHICLE RECORD CHECK (MVR)

- 1 Request MVRs directly from the Registry of Motor Vehicles and a background check for all new hires and existing employees who are authorized to operate a company vehicle to determine past driving experience. MVRs will show moving violations including accidents and tickets.
2. Employees will be required to obtain a copy of their driving record from the NH state DMV.
3. Employees are required to notify the town of any suspension or revocation of their right to operate a motor vehicle in the state of New Hampshire. They are also required to notify the town if they have been stopped for a DWI violation.
- 4 Each Department will provide a list of employees driving town vehicles and will update it accordingly, to the Newton Town Administrator.

IN THE EVENT OF AN ACCIDENT:

1. When Town vehicles are involved in any incident, bring the vehicle to an immediate stop at a safe location as near to the incident spot as possible. The Department Head or Supervisor must be called at once regardless of the extent of damage to the vehicles or whether or not personal injury has occurred.
2. Set out and or turn on warning devices.
3. Assist injured persons, but DO NOT move if likely to cause further injury.
4. The Town Police Department and or New Hampshire State Police will investigate incidents involving Town vehicles.
5. **The Supervisor will see that all the necessary reports are made and proper action is taken in accordance with rules and regulations.**
6. Emergency personnel should be notified immediately of conditions surrounding the incident and request a police officer and supervisor.

SECTION IV – SAFETY POLICIES (CONT.)

MOTOR VEHICLE POLICY – NSC-0309-4 (CONT.)

IN THE EVENT OF AN ACCIDENT (CONT.)

7. Give your name, address, employer name and address, vehicle registration number, insurance card and operator's driver's license number to police.
8. Discuss details only with your supervisor, and the investigating police officer.
9. If you have no radio equipment and or phone, stop a passerby and ask him or her to call for help.
10. Secure names and addresses of witnesses or first persons at the scene.
11. If you strike an unattended vehicle and owner cannot be located you **MUST** place your name and the Town's address securely on the vehicle.
12. Protect the vehicle from any further damage
13. An accident report must be completed within five (5) days of the incident.
14. Drivers subject to post incident testing shall remain readily available for such testing. (IE: Sobriety test, Blood test etc...)

General Maintenance of Town Vehicles:

1. Personnel who have vehicles assigned to them shall be held personally responsible for their condition.
2. When a vehicle breaks down, the operator shall immediately notify the Dept. Head / Supervisor. The dept. Head / Supervisor will instruct the operator in accordance with the rules and regulations.
3. Personnel are responsible for the cleanliness of the vehicle. They shall keep windshields and windows clean so that vision will not be impaired.
4. Proper tire pressure must be maintained.
5. No personal equipment shall be installed on Town vehicles without prior approval from the Department Head.
6. Personnel must not push or tow any vehicle or object with a Town vehicle unless said vehicle is properly equipped for such purpose.
7. No Town vehicle will be allowed to jump a battery with any privately owned vehicle.
8. Smoking is not permitted in any town vehicle.

MOTOR VEHICLE POLICY – NSC-0309-4 (CONT.)

SECTION IV – SAFETY POLICIES (CONT.)

Physical Safety of Town Vehicles:

Except in emergencies, personnel are forbidden to leave vehicles unlocked when they contain Town property or other valuables.

Contractor Requirements:

1. Contractors working for the Town of Newton are required to have a Certificate of Insurance / liability and are required to follow the policy procedures for vehicle operation as required by the policies of the Town of Newton, NH.
2. Before vehicle is operated, the contractor must:
 - a. Display on each vehicle a current Safety Inspection sticker from the state in which the vehicle is registered.
 - b. Drive according to road conditions.
 - c. Follow all safety precautions.

SECTION IV – SAFETY POLICIES (CONT.):

DISCIPLINARY POLICY - NSC- 0309-5

As a condition of employment, all employees are required to participate actively in department safety programs and follow safety regulations in the interest of on-the-job accident prevention. Willful disregard of safety practices, department rules, instructions, or the welfare of a fellow employee has no place in the workplace. This kind of behavior may lead to injuries, damage to equipment and/or poor productivity.

Disciplinary actions up to and including termination of employment will be taken in those cases where it is determined that disregard for safety practices has occurred. In the event that progressive discipline is appropriate, the following format will be followed.

- | | |
|-------------------|--|
| - First offense: | Oral warning with review of policy |
| - Second offense: | Written warning with re-training of policy |
| - Third offense: | Suspension |
| - Fourth offense: | Termination of employment |

DISCIPLINARY PROCEDURES

The following procedure establishes the Town's disciplinary process. Discipline may be initiated at any step of the process depending on the seriousness of the offense. In all cases, the rule, policy or procedure that was violated will be reviewed with the employee in order to reinforce understanding of the behavior expected. *(See forms attached)*

VERBAL WARNING

Any infraction of the rules, policies, or procedures will warrant a verbal warning from the employee's immediate Department Head / Supervisor. In giving the warning the supervisor must inform the employee of the specific nature of the violation, remedial actions, and the consequences of further violations, which may include but not be limited to a written warning, suspension and/or discharge.

The department heads / supervisors will keep a written record of all verbal warnings issued. This record will be placed in the employee's personnel file.

WRITTEN WARNING

Any subsequent or serious violation of the rules, policies, or procedures of the organization may result in a written warning. A written warning is a more serious form of discipline and is specifically designed to alert the employee to the seriousness of the violation and potential action for further violation of the policies, procedures and rules. The employee will be asked to sign the warning to acknowledge receipt and understanding of the contents.

SUSPENSION

Any subsequent or serious violation of the rules, policies, or procedures of the organization may result in the suspension of the employee. The Department Head / Supervisor may suspend the employee effective immediately. The Dept. Head / Supervisor will notify the next level of authority, in writing, of the suspension.

SECTION IV – SAFETY POLICIES (CONT.):

DISCIPLINARY POLICY – NSC- 0309-5 (CONT.)

TERMINATION

Employees may be terminated from employment for a single serious violation of the rules, policies, or procedures, and/or for repeated violations of the rules, policies, or procedures. The employee shall be advised in writing of the recommendation to terminate. The employee's Department Head must provide the Board of Selectmen and Safety Committee with written recommendation for the termination of an employee. The Board of Selectmen shall take action regarding the recommendation within fourteen (7) calendar days of its receipt.

In the case of a written warning, suspension or termination, the employee will be given the opportunity to explain his/her actions prior to the imposition of the discipline.

An employee need not have been suspended for any previous violations before being terminated.

SECTION IV – SAFETY POLICIES (CONT.):

LOCK OUT, TAG OUT POLICY: (NSC-0309-6)

AFFECTED EMPLOYEES:

"Affected" employees are employees whose job requires them to operate or use equipment on which servicing or maintenance is being performed under lockout / tag out, or whose job requires them to work in an area in which such servicing or maintenance is being performed; such as machine operators, etc.

Any employee whose work is in an area where energy control procedures are in use must **NOT** attempt to restart or re-energize any machine or piece of equipment that is locked out.

The following is a listing of the locations of electrical panels and boilers in town owned buildings:

<u>BUILDING</u>	<u>ELECTRIC PANEL</u>	<u>BOILER</u>
Town Hall	Closet – Town Clerk’s Office 1 st Fl. Waiting Area East Wall 2 nd Fl. Planning Board Office 2 nd Fl. Outside Cable Room	1 st Floor S.E. Corner .
Police Station	Utility Room East Wall	Utility Rm.
Fire Station	North Wall @ Entry Door North Wall by Engine #1 2 nd Floor Radio Room	1 st Floor Engine #1 Area
Gale Library	Basement & 2 nd Fl Closet	Basement
Transfer Station	“Bunker” Building	None
Greenie Park Field House	Equipment Room	None
Marshall House	Basement East Wall	None

I. LOCK OUT PROCEDURE:

This policy addresses the practices and procedures that are necessary to disable machinery or equipment and to prevent the release of potentially hazardous energy while maintenance and servicing activities are being performed.

Since the Town contracts out the repairs to the electrical panel and boilers, a lock out, tag out procedure will be posted by each piece of equipment for the contractor to follow.

Electrical equipment shall be effectively disconnected, and disconnected switches locked in the "off position prior to making repairs, adjustments, lubricating, cleaning, or performing any work where there is a danger of being injured from contact with live parts, or from equipment activation.

SECTION IV – SAFETY POLICIES (CONT.):

LOCK OUT, TAG OUT POLICY: (NSC-0309-6)

I. LOCK OUT PROCEDURE: (CONT.)

1. All stored energy hazards produced by mechanical means, such as hydraulic pressure, pneumatic pressure, steam pressure, vacuum, and electricity shall be released, locked-out, or otherwise rendered non-hazardous prior to commencement of any work which could subject the employee to potential injury.
2. Padlocks shall be made available to employees for the purpose of locking-out equipment when required.
3. Only the individual who is working on the equipment shall be allowed to remove the lockout device.

II. TAG OUT PROCEDURE:

When a machine or equipment is NOT capable of being locked out, a tag out device shall be used.

1. Tags are only warning devices. They do NOT provide the physical restraint provided by a lock.
2. When a tag is attached, it is NOT to be removed without authorization of the authorized person responsible for it.
3. When a tag is attached, it is never to be bypassed, ignored, or defeated.
4. Tags must be legible and understandable by all employees in the area, in order to be effective.
5. Tags and their means of attachment must be made to withstand their environment in the workplace.
6. Tags may evoke a false sense of security. Their meaning needs to be understood.
7. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

III. Hand Held Equipment IE: Weed Trimmer, Mowers, Hedge Trimmer, Chain Saw etc.:

1. Be sure the switch is in the "off" position.
2. Remove spark plug wire.
3. Perform any required repairs.
4. After repairs are done, reinstall spark plug wire.
6. Equipment is now ready for operation.

SECTION IV – SAFETY POLICIES (CONT.):

LOCK OUT, TAG OUT POLICY: (NSC-0309-6)

IV. OUTSIDE CONTRACTORS:

The policy for outside contractors performing maintenance that requires lockout/tag out procedures shall be as follows:

1. The contractor will submit a copy of their lockout/tag out procedure.
2. The procedure must meet or exceed OSHA (Occupational Safety and Health Administration) standards.
3. The contractor is to be given a copy of the Lockout / Tag Out policy-NSC-0309-6 for review.
4. In the event that a contractor's employee encounters another contractor's lockout/tag out device, which prevents the continuation of work, he or she is not to make an attempt to remove, tamper with, or bypass this lockout / tag out device.
5. The contractor's employee should contact the other contractor to make arrangements to have the lockout/tag out device removed by the authorized person who installed it
6. In the event that a contractor's employee encounters another contractor's lockout/tag out device, which prevents the continuation of work, he or she is not to make an attempt to remove, tamper with, or bypass this lockout / tag out device.
7. The contractor's employee should contact the other contractor to make arrangements to have the lockout/tag out device removed by the authorized person who installed it.

SECTION IV – SAFETY POLICIES (CONT.):

HAZARDOUS MATERIALS COMMUNICATION & TRAINING POLICY NSC-0309-7:

TRAINING POLICY:

I. Why the need for training?

The worker has a "right to know" about the hazards of the chemicals they use in he workplace.

II. The policy requires the following:

- A. An MSDS for each product commonly used at each site, and a listing of the products
- B. Labeling of containers
- C. Hazard communication training to all employees
- D. Basic Training will be conducted by the Deputy for Emergency Management

III. The Policy Purpose:

To ensure that the hazards of all chemicals produced or purchased are evaluated, and the information is transmitted to employers and employees via training and MSDS.

All employees who are working with hazardous chemicals will be trained at the time of initial assignment, reassignment, and when changes are made to products or hazards.

IV. Hazardous Communication Training Program Includes:

- 1. An explanation of the hazard communication standard and the chemical substance identification law.
- 2. The location and availability of the written hazard communication plan and related documents.
- 3. Explanation of toxicological principles and terms.
- 4. Explanation of how to read an MSDS sheet.
- 5. Procedures for obtaining an MSDS sheet.
- 6. Operations where hazardous chemicals are present.
- 7. Safety awareness.
- 8. Employees Rights
- 9. Question and Answer Period

HAZARDOUS MATERIALS COMMUNICATION & TRAINING POLICY NSC-0309-7:

SECTION IV – SAFETY POLICIES (CONT.):

BASIC HAZARDOUS MATERIAL SAFETY TRAINING INFORMATION

1. All Employees should be aware that all chemical products may be potentially harmful or dangerous if improperly mixed or applied or when used without protective equipment or in a manner not consistent with the manufacturers guidelines. Many commonly used products not commonly regarded as "hazardous" are, in fact, chemicals and can cause injury if not properly used. Extreme care should be used at all times by personnel who are working with acids, caustics, solvents, pesticides, toxic, petroleum based or other chemical products (specific rules for certain activities and/or use of specific chemicals are provided in departmental safety policies and procedures).
2. Material Safety Data Sheets (MSDS) will be obtained from the manufacturer or supplier for all hazardous chemical products used by the town.
3. The MSDS will be kept in the appropriate departments and made available to Employees on request.
4. Always consult the MSDS before working with a new product. The MSDS provides information on the product such as: the physical and health hazards, proper handling methods, spill cleanup data, fire fighting information and required protective equipment.
5. Never mix chemical products unless it's safe to do so. Many common products are incompatible or become unstable when mixed. Consult the MSDS or ask a knowledgeable superior.
6. First aid information is provided on the MSDS. Take the MSDS and/or product label with you to the doctor or hospital if you suffer an injury or illness due to contact with or exposure to a chemical.
7. All containers of chemicals must be labeled.
8. When using small quantities of a chemical, use the entire chemical or return it to the original container.
9. Never leave any quantity of hazardous material in an unlabeled or improper container.
10. No food or drink shall be allowed in areas where potentially toxic or harmful chemicals are stored, mixed or otherwise handled.
11. Caution should be used to avoid spills or splashes when handling chemicals. Spilled chemicals should be cleaned up and properly disposed of immediately.
12. Wash hands frequently.
13. Wear protective clothing, respiratory protection, rubber gloves, protective goggles and face shield when required. The safe way to handle chemicals is as if they are all dangerous.

SECTION IV – SAFETY POLICIES (CONT.):

BASIC HAZARDOUS MATERIAL SAFETY TRAINING INFORMATION (CONT.)

14. Ensure adequate ventilation. Do not use chemicals, which release toxic, noxious or harmful vapors or fumes in a confined space or an area, which is not adequately ventilated.
15. Keep fire and flames away from flammable materials. Smoke only in authorized areas.
16. In case of a chemical fire, use only the correct extinguishing agent. Be aware of noxious or toxic fumes. If a fire cannot be safely and quickly extinguished, notify the Fire Department and leave the area.
17. If you are exposed to a chemical product, take immediate first aid precautions and seek medical assistance. First aid information is provided on the MSDS. Take the MSDS and/or product label with you to the doctor or hospital.
18. If acid or caustic materials come in contact with the eyes or skin, flush immediately with large amounts of water. Get medical attention for any eye injury.

LABELING CONTAINERS:

Labels and Emergencies

I. Labels

A. Manufacturers labels must contain:

1. The name of the chemical
2. The address of manufacturer, importer, or other responsible party
3. Appropriate hazard warnings

B. Employer must ensure each container is marked with:

1. The name of the chemical
2. Appropriate hazard warnings

C. You may use signs, process sheets, or operating procedures on stationary process vessels.

D. Secondary containers:

1. All secondary containers must be labeled with same information as shown on original container as well as the date of transfer
2. Report any unmarked container so it can be labeled

HAZARDOUS MATERIALS COMMUNICATION & TRAINING POLICY NSC-0309-7:

SECTION IV – SAFETY POLICIES (CONT.):

E. Labels

1. Hazardous Material Identification System (HMIS)
 - a) Health
 - b) Flammability
 - c) Reactivity
 - d) Personal Protective Equipment
- 2 Scale of 0 to 4
 - a. 0 is the least hazardous
 - b. 4 is the most hazardous

MSDS INFORMATION

Master files of MSDS (Material Safety Data Sheets) are kept in the Town Hall and Central Fire Station and are available to all employees during normal working hours.

Personal copies of MSDS are available to employees and employee representatives upon written request.

Employers shall have a material safety data sheet for each hazardous chemical that they use.

SEE ADDENDUM “A” FOR MSDS EXAMPLE

1. SECTIONS

Heading:

1. Manufacturer’s Name, Address & Telephone
2. Trade & Common Name
3. Use
4. EPA Registration number

Section	I	–	Hazardous	Ingredients
---------	---	---	-----------	-------------

1. Ingredient name
2. % by weight
3. Current TLV

Section II – Physical Data

1. Color, odor, appearance
2. Specific gravity - water = 1 - Is it heavier or lighter than water? Will it sink or float in water?
3. Vapor density - air = 1 - Is it heavier or lighter than air? Will the vapors collect at the ceiling or the floor?

SECTION IV – SAFETY POLICIES (CONT.):

MSDS INFORMATION (CONT.)

Section III – Fire & Explosion Data

1. Flashpoint - the temperature at which the chemical gives off enough vapor to ignite.
2. Flammable - ignites below 100 degrees
3. Combustible - ignites at or above 100 degrees
4. Type of extinguisher to use and fire fighting precaution
5. May also list flammable range, hazardous products of decomposition, or unusual fire or explosion hazards.

Section IV - Reactivity Hazard Data

1. Incompatibilities – What shouldn't be mixed with what
2. Stability – Will it react with light, water or other chemicals

Section V – Toxicity Data

1. Lists all harmful ingredients
2. Exposure limits:
 - (a) PEL - Permissible Exposure Limit - The amount of a substance that employees can be exposed to. PELS are the OSHA enforceable limits.
 - (b) TLV - Threshold Limit Value - The amount of a substance that employees can be exposed to. The American Conference of Governmental Industrial Hygienists (ACGIH) establishes TLV's; they may not always be the same as OSHA limits.
 - (c) 8- TWA - Eight-hour time weighted average. The amount of exposure averaged over an 8-hour period. For example, 50-PPM 8- TWA means • that the employee can be exposed to an average of 50 ppm over an 8hour shift.
 - (d) C-Ceiling, - the amount that should not be exceeded, even momentarily. For example, 50 ppm c means that the level employees are exposed to must not go above 50 ppm.

Section VI – Health Hazards

1. Symptoms of overexposure, for example rash, dizziness, headaches
2. Appropriate first aid, for example, flushing eyes and skin for 15 minutes

HAZARDOUS MATERIALS COMMUNICATION & TRAINING POLICY NSC-0309-7:

SECTION IV – SAFETY POLICIES (CONT.):

MSDS INFORMATION (CONT.)

Section VI – Health Hazards (Cont.)

3. May list medical problems that can be made worse by exposure
4. Target organs, for example, eyes, kidneys, lungs
5. Route of entry, for example, inhalation, ingestion, skin absorption, skin or eye contact

Section VII – Control and Protective Measures

1. Protective Equipment Required
2. Nat'l. Fire Protective Ratings
3. Hazardous Materials Information Ratings

Section VIII – Spill or Leak Procedures

1. How to clean it up
2. Personal protective equipment needed for clean-up

Section VIII - Special Protection

1. Personal protective equipment needed, for example, goggles, gloves, aprons, respirators etc
2. Ventilation needs

Section IX – Special Precautions and Storage Data

1. Storage Temperature
2. Average Shelf Life
3. Special Sensitivity
4. Precautions to be taken in Handling and Storage

Section X – Shipping Data

1. DOT Shipping Name
2. DOT Hazard Classification
3. DOT Labels Required
4. Freight Classification

SECTION IV – SAFETY POLICIES (CONT.):

HAZARDOUS MATERIALS COMMUNICATION & TRAINING POLICY NSC-0309-7:

TERMINOLOGY:

WHAT IS A HAZARD?

A. Health Hazards (Cause illness or injury)

1. Carcinogen - causes cancer in test animals and/or humans (includes potential carcinogens)
2. Corrosives - causes visible destruction of, or irreversible changes in living tissue by chemical action at the site of contact.
3. Damages mucous membranes - for example, eyes, nose, throat - will be listed on label under target organs.
4. Damages vital organs - for example, lungs, heart, and kidney - will be listed on label under target organs.
5. Irritants - causes reversible inflammatory effect on living tissue at site of contact.
6. Reproductive toxins - can adversely affect the reproductive system of both men and women - may impair the ability to have children.
7. Sensitizers - causes an allergic reaction - severity of reaction increases with repeated exposure.
8. Toxic - can cause short or long term injury to humans or can cause disease in humans under certain conditions.

B. Physical Hazards (Fire, Explosion)

1. Compressed gas - gas or mixture of gases in a container with an absolute pressure of 40 psi at 70 degrees F.
2. Flammable - liquid having a flashpoint of 100 degrees F or lower.
3. Oxidizers - initiates or promotes combustion in other materials.
4. Explosives - causes a sudden release of pressure, gas, and heat when exposed to sudden shock, pressure, or high temperature.
5. Reactive - decomposition or other unwanted chemical change during normal handling.
6. Water-reactive - reacts with water to release a gas that is either flammable or presents a health hazard.

C. Routes of Entry

- 1, Inhalation - breathe it in,
2. Skin absorption - passes directly through the skin into the blood stream.
3. Ingestion - taken in by mouth (if you have a chemical on your hands then eat something you have touched, you have ingested it.)
- 4, Skin or eye contact - causes damage to eyes or skin on contact

RESERVED FOR

MSDS

EXAMPLE

RESERVED FOR

MSDS

EXAMPLE

SECTION IV – SAFETY POLICIES (CONT.)

HAZARDOUS MATERIALS COMMUNICATION & TRAINING POLICY NSC-0309-7:

CONTRACTOR’S SAFETY TRAINING

The Town of Newton contracts out all work through the Selectmen’s Bid Policy. The contractor is required, before any work is started, to submit to the Selectmen’s Office an MSDS for any chemicals that will be used to perform the scheduled work, to the Selectmen’s Office.

1. The contractor is allowed to view any MSDS that is on file in the town hall.
2. The contractor is required to sign a form stating that he/she has received and read the town’s Hazardous Communications Program.
3. The Town of Newton is informing you that hazardous chemicals are used and stored at our facility. Please read the information below and sign that you have read and understand it
4. Material Safety Data Sheets
5. Facility specific MSDS are kept in the Selectmen's Office and are accessible during all working hours. Copies of MSDS are available to contract employees, their representatives, and medical providers upon written request.
6. The Town of Newton teaches the HMIS (Hazardous Material Identification System) labeling system. This system rates the health, flammability, and reactivity hazards of a chemical on a scale of zero to four (0-4); zero means minimal hazard and four means severe hazard. Required personal protective equipment is also listed. All containers will have the required information on the original label, the HMIS label, or a combination of the two.

PRECAUTIONARY MEASURES:

The person in Charge will review specific precautionary measures for normal operations and foreseeable emergencies. Emergency alarms and evacuation routes will also be reviewed. If evacuation is necessary, the contract employee rally point is on the front lawn of the Town Hall. The person in charge is responsible for taking and reporting the head count. You must report to your designated rally point and may not leave until dismissed by your project manager.

PROCEDURES FOR BRINGING CHEMICALS INTO THE BUILDING.:

- o All chemical MSDS must be submitted to the Selectmen's Office for approval, ten days before they are brought into the facility.
- o All chemical brought in the facility is subject to all the provisions of the Town of Newton Hazard Communication Program. This includes sample and trial chemicals.
- o The contracted company is responsible for providing MSDS requested documentation to the Selectmen’s Office.
- o The Town of Newton Hazard Communication Program is available for review at of the Selectmen’s Office.

SECTION IV – SAFETY POLICIES (CONT.):

WORKPLACE VIOLENCE PREVENTION POLICY - NSC- 1012-08

PURPOSE:

The Town of Newton maintains a zero tolerance standard of violence in the workplace. that will maintain an environment at and within Town property and Town events that is free of violence and the threat of violence.

POLICY:

Violent behavior of any kind or threats of violence, either implied or direct, are prohibited at Town of Newton properties and sponsored events. Such conduct by a Newton employee or elected official will not be tolerated. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including immediate dismissal.

Violent threats or actions by a non-employee or member of the public may result in criminal prosecution or an administrative review / hearing with the Board of Selectmen. The Town of Newton will investigate all complaints filed and will also investigate any possible violation of this policy of which we are made aware. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

DEFINITIONS:

Workplace Violence: Behavior in which an employee, former employee or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.

Threat: The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.

Intimidation: Making others afraid or fearful through threatening behavior.

Zero-tolerance: A standard that establishes that any behavior, implied or actual, that violates the policy will not be tolerated.

PROHIBITED BEHAVIOR:

Violence in the workplace may include, but is not limited to the following list of prohibited behaviors directed at or by a co-worker, supervisor or member of the public:

1. Direct threats or physical intimidation
2. Implications or suggestions of violence
3. Stalking
4. Assault of any form
5. Physical restraint, confinement

WORKPLACE VIOLENCE PREVENTION POLICY - NSC- 1012-08 (Cont.)

PROHIBITED BEHAVIOR (Cont.):

6. Dangerous or threatening horseplay
7. Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment
8. Blatant or intentional disregard for the safety or well-being of others
9. Commission of a violent felony or misdemeanor on Town property
10. Any other act that a reasonable person would perceive as constituting a threat of violence

REPORTING ACTS OR THREATS OF VIOLENCE:

An employee who:

1. Is the victim of violence, or
2. Believes they have been threatened with violence, or
3. Witnesses an act or threat of violence towards anyone else shall take the following steps:
 - If an emergency exists and the situation is one of immediate danger, the employee shall contact the local police officials by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area
 - If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or manager as soon as possible and complete the Town Workplace Violence Incident Report Form

An employee who is not:

1. In immediate danger but would like to speak with a Legal Representative or a Counselor may:
 - Contact: Life Resources – Member Assistance Program at 800-759-8122.
(They are available 24 hours per day / 7 days per week. All calls are confidential)

This Employee Assistance Program (E.A.P.) includes,

- Consultation
- Information & Referrals and Supportive Counseling
- Substance Abuse Professional Evaluations
- Critical Incident Stress Debriefing
- Work/Life Educational Handouts
- Maintain confidentiality of all EAP records

They also provide a resource for possible resolution of these problems, without supervisors becoming directly involved in an employee's personal affairs.

WORKPLACE VIOLENCE PREVENTION POLICY - NSC- 1012-08 (Cont.)

INCIDENT INVESTIGATION:

Acts of violence or threats will be investigated immediately in order to protect employees from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The town employee's Department Head will cause to be initiated an investigation into potential violation of work rules/policies. Simultaneously, the Department Head will refer the matter to local police for their review of potential violation of civil and/or criminal law.

Procedures for investigating incidents of workplace violence include:

- Visiting the scene of an incident as soon as possible
- Interviewing injured and threatened employees and witnesses
- Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator
- Determining the cause of the incident
- Taking mitigating action to prevent the incident from recurring. – Recording the findings and mitigating actions taken

In appropriate circumstances, the Town will inform the reporting individual of the results of the investigation. To the extent possible, the Town will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. The Town of Newton will not tolerate retaliation against any employee who reports workplace violence.

TRAINING AND INSTRUCTION:

The Town of Newton shall be responsible for ensuring that all employees, including managers, supervisors etc., are provided training and instruction on general workplace security practices. Department Heads shall be responsible for ensuring that all employees, including managers and supervisors, are provided training and instructions on job specific workplace security practices.

Training and instruction shall be provided as follows:

- To all current employees when the policy is first implemented
- To all newly hired employees, supervisors and department heads, or employees given new job assignments for which specific workplace security training for that job assignment has not previously been provided
- To affected employees whenever the Town is made aware of a new or previously unrecognized hazard

Workplace security training and instruction includes, but is not limited to, the following:

- Preventive measures to reduce the threat of workplace violence, including procedures for reporting workplace security hazards
- Methods to diffuse hostile or threatening situations
- Explanation of this Workplace Violence Prevention Policy

SECTION IV – SAFETY POLICIES (CONT.):

ANTI BULLYING / HARASSMENT POLICY - NSC- 0414-09

PURPOSE:

The Town of Newton, NH recognizes that all town property must be physically and emotionally safe and secure for all officials, employees and the public. The Town of Newton prohibits acts of bullying, harassment, and other forms of aggression and violence.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment. This also includes bullying or harassment that violates other established town policies including but not limited to sexual harassment and anti-discrimination.

Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with the function of conducting town business. All town officials, employees, volunteers, and the public, when on town property, are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil.

POLICY:

Bullying or harassment, either implied or direct, is prohibited at Town of Newton properties and sponsored events. Such conduct by a Newton employee, volunteer, elected official or a member of the public will not be tolerated. Anyone who exhibits violent behavior may be subject to criminal prosecution and employees shall be subject to disciplinary action up to and including immediate dismissal.

Bullying or harassment by elected officials or employees may result in criminal prosecution or an administrative review / hearing with the Board of Selectmen. The Town of Newton Department Heads will investigate all complaints filed and will also investigate any possible violation of this policy of which they are made aware. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

DEFINITIONS:

"Bullying" / "Harassment" means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another person which:

- (1) Physically harms a person or damages the person's property;
- (2) Causes emotional distress to a person;
- (3) Interferes with a person's participation or opportunity to participate in or benefit from the Town's programs or activities;
- (4) Creates a hostile work environment; or
- (5) Substantially disrupts the orderly operation of the Town's business.

SECTION IV – SAFETY POLICIES (CONT.):

ANTI BULLYING / HARASSMENT POLICY - NSC- 0414-09 (Cont.)

REPORTING ACTS OF “BULLYING” / “HARASSMENT”:

Any person who is the target of bullying or harassment or has witnessed such an incident is strongly encouraged to report the matter in writing to their department head or the Town Administrator. Any person aware of retaliation against anyone who has reported an infraction of this policy should also file a written report with their department head or the Town Administrator.

Newton Safety Committee Form – “T” will be used for incident reporting.

INCIDENT INVESTIGATION:

Reported acts of “Bullying” / “Harassment” will be investigated immediately.

In appropriate circumstances, the Town will inform the reporting individual of the results of the employee and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. The Town of Newton will not tolerate retaliation against any employee who reports workplace violence.

TRAINING / INSTRUCTION:

The Town of Newton shall be responsible for ensuring that all elected officials, employees, including managers, supervisors, and volunteers etc., are provided training and instruction on general workplace behavior. Department Heads shall be responsible for ensuring this training is provided.

Training / instruction shall be provided to all current employees when the policy is first implemented and to all newly hired employees or elected officials.

Rev. 11/10/2014

SECTION IV – TOWN OF NEWTON, NH SAFETY POLICIES: (Cont.)

ANTI HARASSMENT / DISCRIMINATION POLICY - NSC 0914-10

POLICY:

It is the policy of the Town of Newton to provide a harassment, sexual harassment, and discrimination free work environment for its employees and applicants for employment.

PURPOSE:

The Town of Newton has developed this policy to familiarize employees with applicable legal guidelines, and to afford those who believe they are victims of harassment, sexual harassment, or discrimination a procedure for formal statutory remedies. This includes filing a complaint with the Town of Newton administration, courts of law on a state and/or federal level, as well as informal procedures that are geared to make the employee aware of the problem and provide them with an opportunity to remedy the situation.

EQUAL OPPORTUNITY EMPLOYER:

It is the policy of the Town of Newton to provide equal employment opportunities to applicants and employees without regard to race, color, national origin, citizenship, religion, sexual orientation, gender, age, marital status or disability (mental or physical.)

SEXUAL HARASSMENT / DISCRIMINATION PROHIBITED:

It is the policy of the Town of Newton to provide all of its employees with a work environment that is as free as possible from all forms of unlawful discrimination including, but not limited to, sexual harassment. We seek to maintain a cordial, professional workplace where the dignity and respect of individuals is promoted and protected. The Town of Newton will not tolerate sexual harassment or any other form of unlawful discrimination of or by any employee(s), local elected or appointed officials, citizens, vendors, or consultants. Violations may result in disciplinary action up to and including discharge.

Please note that while this policy sets forth goals of promoting a workplace that is free of sexual or other illegal harassment, or other forms of illegal discrimination, the policy is not designed or intended to limit the Town's authority to discipline or take remedial action for workplace conduct what is deemed unacceptable, regardless of whether that conduct satisfies the definition of illegal or sexual harassment or discrimination.

SECTION IV – TOWN OF NEWTON, NH SAFETY POLICIES: (Cont.)

ANTI HARASSMENT / DISCRIMINATION POLICY - NSC 0914-10 (Cont.)

DEFINITIONS:

- *Illegal discrimination* may include, but is not limited to, jokes, offensive behavior, inequitable treatment, retaliation, or unfair employment practices (e.g. hiring, advancement, discipline, or firing) on the basis of the employee's or applicant's age, gender, national origin, color, religion, disability, marital status or sexual orientation.
- *Harassment* includes verbal abuse, ridicule, derision or insults directed at or about persons on the basis of their age, race, color, gender, religion, national origin, marital status, disability or veteran status, and the display or circulation of materials and pictures which degrade or offend persons on the basis of any of these factors.
- *Sexual Harassment* is a form of illegal sex discrimination. Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex when:

DEFINITIONS: (Cont.)

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of the individuals employment; or
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- The conduct has the purpose or the effect of unreasonably interfering with an individuals work performance or creating an intimidating, hostile, or offensive working environment.
- Sexual harassment refers to behavior that is unwelcome, that is personally offensive, that fails to respect the rights of others, that lowers moral and interferes with work effectiveness. Sexual harassment may be overt or subtle. It can include inappropriate behavior towards members of the public, citizen behavior toward employees, off-the-job-behavior (if job relationships or duties are involved or affected) and same-sex harassment. It is important to note that some behavior, which may be appropriate in a social setting, may not be appropriate in the workplace.
- By way of illustration only, some examples of conduct, which under certain circumstances could constitute sexual harassment in the workplace, would include but are not necessary limited to the following:
- Sexual comments, attempts at humor or innuendoes of a provocative or suggestive nature;

SECTION IV – TOWN OF NEWTON, NH SAFETY POLICIES: (Cont.)

ANTI HARASSMENT / DISCRIMINATION POLICY - NSC 0914-10 (Cont.)

- Leaving sexually explicit books, magazines, or photographs in the workplace;
- Unwelcome demeaning comments, ridicule, offensive language, propositions or other similar actions;
- Unwanted, unwarranted, unsolicited off-duty telephone calls and contact
- Hiring or promoting an employee in exchange for sexual favors or transferring, demoting or dismissing employees who refuse such sexual advances.
- Sexual harassment does not refer to behavior or occasional compliments of a socially accepted nature such as but not limited to: a friendly smile; complimenting a person's work; making social invitations; asking for a date or other behavior not inherently offensive or sexist; so long as it is not repeated after a person has made it clear that it is unwelcome.
- The making of a deliberate, untruthful accusation of harassment is very damaging and is likewise considered a serious offense. Any person who files a false accusation of harassment will be subject to serious disciplinary action up to and/or including termination.

Procedure:

Town's Responsibility:

Each department head and supervisor shall be responsible for preventing acts of harassment or discrimination of any kind. The responsibilities include;

- Monitoring the work environment on a daily basis for signs that harassment/discrimination may be occurring;
- Counseling all employees in the types of prohibited behavior, and all the policies and procedures for reporting and resolving complaints of harassment/discrimination;
- Stopping any observed acts that may be considered harassment and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision;
- Taking immediate action to limit the contact between two employees where there has been a complaint, pending investigation;
- Assisting any employee who comes to them with a complaint of harassment/discrimination, pending investigation.

SECTION IV – TOWN OF NEWTON, NH SAFETY POLICIES: (Cont.)

ANTI HARASSMENT / DISCRIMINATION POLICY - NSC 0914-10 (Cont.)

Complaint Procedure: (Cont.)

Employees Responsibilities:

- Each employee of the town of Newton is responsible for assisting in the prevention of harassment/discrimination through the following steps:
- Refraining from the participation in, or encouragement of, actions that could be perceived as harassment/discrimination.
- Reporting acts of harassment/discrimination to a supervisor according to the Town of Newton's complaint procedure.

Complaint Procedure:

- Any employee who believes that s/he is being harassed/discriminated against shall report the incident(s) either orally or in writing to his/her department head as soon as possible so that steps can be taken to protect that employee from further discrimination. In the event that it is not practical to report the incident(s) to the department heads, (such as where the department head is unavailable or where the allegations of misconduct involve the department head), the employee may instead report the incident(s) to the Town Administrator. If the allegations involve the Town Administrator, the complainant should without delay file the complaint with the Chair of the Board of Selectman. When reporting an incident, a complainant will be required to provide specific details of the alleged misconduct.
- All complaints will be promptly, thoroughly and impartially investigated. If the allegations are verified to be true, prompt and appropriate corrective action will be taken. The parties involved will be informed of the outcome of the investigation.
- To the fullest extent possible, the Town will keep the complaint, the terms of resolution, and information obtained during the course of its investigation confidential. All employees are expected to be truthful, cooperative, and forthcoming in connection with a complaint investigation. Any unwanted publicizing or gossiping about a complaint or investigation will itself be considered a violation of this policy.
- In addition to the above, if you believe you have been subjected to harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using the Town's complaint process does not prohibit you from filing a complaint with these agencies.

SECTION IV – TOWN OF NEWTON, NH SAFETY POLICIES: (Cont.)

ANTI HARASSMENT / DISCRIMINATION POLICY - NSC 0914-10 (Cont.)

Complaint Procedure: (Cont.)

- **U.S. Equal Employment Opportunity Commission (EEOC)**
1 Congress Street, 10th Floor
Boston, MA 02114
Phone: (617) 565-3200
TTY: (617) 565-3204

SECTION V – FORMS (See pages 40 through 43)

TOWN OF NEWTON SAFETY COMMITTEE <u>2009 FIRST AID KIT CHECK SHEET</u>			
LOCATION: _____			
<u>DATE CHECKED</u> (Insert Date)	<u>CHECKED BY</u> (Dept. Personnel)	<u>COMMENTS</u>	<u>CHECKED BY</u> (Dept. Head)
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
FIRST AID KIT - LIST OF CONTENTS			
20 - 1" x 3" Adhesive plastic bandages		16 - Alcohol Cleansing Pads	
2 - 1 3/4" x 3" Large fingertip fabric bandages		2 - Eye wash -1/2 oz.	
2 - 1 1/2" x 3" Knuckle fabric bandages		1 - 4" x 5" Instant cold press	
30 - 3/8 x 1" Adhesive Bandages		2 - Finger Splints	
1 - 40" x 40" x 56" Triangular sling bandage w/ 4 safety pins		4 - Aspirin tablets.	
1 - 2" x 4.1 yd. Conforming gauze roll bandage		4 - Non Aspirin Tablets	
1 - 3" x 5 Yd. Gauze Roll		4 - Ibuprofen Tablets	
4 - 4" x 4" Gauze dressing pads		1 - 4 1/2" Scissors, Nickel plated	
1 - 5" x 9" Trauma pad		1 - 4" Tweezers	
1 - Sterile eye pad		1 - Pair exam quality gloves	
12 - Antiseptic cleansing wipes (Sting free)		1 - First aid guide -	
2 - Antibiotic ointment		2 - Sting Relief Pads	

10 Cotton Tip Applicators	1 - 1/2" x 5 Yd. First Aid Tape Roll									
NOTE: LIST ITEMS USED ON REVERSE SIDE										
Newton,NH Safety Committee Form "A" (Front)										
FIRST AID KIT - LIST OF CONTENTS	ITEMS USED									
	MARK QTY. OF EACH ITEM USED									
20 - 1" x 3" Adhesive plastic bandages										
2 - 1 3/4" x 3" Large fingertip fabric bandages										
2 - 1 1/2" x 3" Knuckle fabric bandages										
30 - 3/8 x 1" Adhesive Bandages										
1 - 40" x 40' x 56" Triangular sling bandage w/ 4 safety pins										
1 - 2" x 4.1 yd. Conforming gauze roll bandage										
1 - 3" x 5 Yd. Gauze Roll										
4 - 4" x 4" Gauze dressing pads										
1 - 5"x 9" Trauma pad										
1 - Sterile eye pad										
12 - Antiseptic cleansing wipes (Sting free)										
2 - Antibiotic ointment										
10 Cotton Tip Applicators										
16 - Alcohol Cleansing Pads										
2 - Eye wash -1/2 oz.										
1 - 4" x 5" Instant cold press										
2 - Finger Splints										
4 - Aspirin tablets.										
4 - Non Aspirin Tablets										
4 - Ibuprofen Tablets										
1 - 4 1/2" Scissors, Nickel plated										
1 - 4" Tweezers										
1 - Pair exam quality gloves										
1 - First aid guide -										
2 - Sting Relief Pads										
1 - 1/2" x 5 Yd. First Aid Tape Roll										
Newton,NH Safety Committee Form "A" (Back)										

TOWN OF NEWTON SAFETY COMMITTEE

2009 DEFIBRILLATOR KIT CHECK SHEET

LOCATION: (Circle One)

RESPONSIBLE PARTY

Newton, NH Town Hall (Outside Build. Insp. Office)

Town Administrator or Designee

Newton Transfer Station (Bunker Building)

Transfer Station Manager or Designee

DATE (Insert date)	CHECKED BY (Dept. Personnel)	"OK" VISIBLE	"USE BY" DATE	EMERGENCY. SUPPLIES	COMMENTS
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

NOTE:

The LIFEPAK CR Plus defibrillator does not require routine maintenance. The defibrillator performs an automatic self-test once a week and every time you turn it on. The electrode indicators briefly flash during the test. If the automatic self-test detects a condition that requires attention, the "OK" symbol in the readiness display will fade and either the "CHARGE PAK" symbol or the "ATTENTION" symbol, or the "WRENCH" symbol will appear, depending on the type of condition detected.

CHECKS LISTED ABOVE:

- "OK" symbol is visible in the readiness display.
- "USE BY DATE" on the electrode packet is visible through the clear plastic lid in the upper right corner.
- Check all emergency supplies / spare parts that may be stored with the defibrillator.

Newton, NH Safety Committee Form "B"

CONTRACTOR NOTIFICATION FORM

The Town of Newton is informing you that hazardous chemicals are used and stored at our facility. Please read the information below and sign that you have read and understand it.

PERSONAL PROTECTIVE EQUIPMENT:

It is the contractor's responsibility to ensure all contractor personnel are supplied with the proper protective equipment applicable to their duties, trained in the proper use of said equipment and that their employees wear all said equipment.

MATERIAL SAFETY DATA SHEETS: (MSDS)

Facility specific MSDS are kept in the Selectmen's Office and are accessible during all working hours. Copies of MSDS are available to contract employees, their representatives, and medical providers upon written request.

HAZARDOUS MATERIAL LABELING:

The Town of Newton teaches the HMIS (Hazardous Material Identification System) labeling system. This system rates the health, flammability, and reactivity hazards of a chemical on a scale of zero to four (0-4); zero means minimal hazard and four means severe hazard. Required personal protective equipment is also listed. All containers will have the required information on the original label, the HMIS label, or a combination of the two.

PRECAUTIONARY MEASURES:

The Officer in Charge will review specific precautionary measures for normal operations and foreseeable emergencies. Emergency alarms and evacuation routes will also be reviewed.

If evacuation is necessary, the contract employee rally point is on the front lawn of the Town Hall. The person in charge is responsible for taking and reporting the head count. You must report to your designated rally point and may not leave until dismissed by your project manager.

PROCEDURES FOR BRINGING CHEMICALS INTO THE BUILDING:

A. All chemical MSDS must be submitted to the Selectmen's Office for approval, ten days before they are brought into the facility.

B. All chemical brought in the facility are subject to all the provisions of the Town of Newton Hazard Communication Program. This includes sample and trial chemicals.

C. All chemical MSDS must be submitted to the Selectmen's Office for approval, ten days before they are brought into the facility.

D. All chemical brought in the facility are subject to all the provisions of the Town of Newton Hazard Communication Program. This includes sample and trial chemicals.

The Town of Newton Hazardous Communication Program is available for review at the Selectmen's Office.

Name: _____ Date: _____

Company Name: _____

TOWN OF NEWTON, NH

ACCIDENT / INCIDENT INVESTIGATION REPORT

Date, Time & Location of Accident: _____

Employee Name: _____

Department: _____ Position: _____

Department Head / Supervisor: _____

Witness(s): (Name, Add. & Tel.) _____

* Brief Description of Accident / Incident: _____

Did Injured Person Receive 1st Aid? Yes ☐ No ☐ By Whom: _____

Was Injured Person Transported to a Medical Facility? Yes ☐ No ☐

If Yes: Name of Medical Facility: _____

Transported By: _____

If No: Person Went Home: Yes ☐ No ☐ If Yes: Time: _____

Person Remained at Work: Yes ☐ No ☐

Other: _____

Was a Worker's Compensation Form completed and filed? Yes ☐ No ☐

* Comments: _____

What could have been done to prevent this Accident / Incident?

Have the unsafe conditions been corrected? Yes ☐ No ☐

If Yes, what has been done? _____

If No, what needs to be done? _____

Department Head / Supervisor: _____

Name

Date

* Continue additional information on back of form if needed.

Newton, NH Safety Committee Form "D" (Front)

TOWN OF NEWTON, NH

ACCIDENT / INCIDENT INVESTIGATION REPORT (CONT.):

*** Brief Description of Accident / Incident:**

CONTINUED:

*** Comments:**

OTHER COMMENTS:

Newton, NH Safety Committee Form "D" (Back)

TOWN OF NEWTON

SAFETY POLICY / PROCEDURE VIOLATION

WRITTEN WARNING

To: _____

From: _____

Date: _____

Subject: Written Warning

You are hereby given a written warning as called for in the Personnel Rules & Regulations and Department Work Rules, for:

which is a violation/are violations of the following rules and regulations:

You are expected to improve your compliance with these rules and regulations forthwith.

Any further violations may result in further, and possibly more severe, disciplinary action that may include, but may not be limited to, suspension and/or discharge.

_____ Department	_____ Dept. Head / <i>Supervisor's Signature</i>	_____ <i>Date</i>
---------------------	---	----------------------

I acknowledge receipt of the above. I certify that it was discussed with me.

_____ <i>Employee's Signature</i>	_____ <i>Date</i>
--------------------------------------	----------------------

I acknowledge receipt of the above. I do not agree with the above.

_____ <i>Employee's Signature</i>	_____ <i>Date</i>
--------------------------------------	----------------------

Newton, NH Safety Committee Form "E"

TOWN OF NEWTON

SAFETY POLICY / PROCEDURE VIOLATION

Notice of Suspension

To: _____

Date: _____

From: _____

Subject: Notice of suspension

You are hereby notified that you are suspended effective immediately. This suspension will continue pending resolution of appeal to the Board of Selectmen.

This action is the result of your violation of _____

(Cite section of rule violated).

in that you _____
(Cite specifics of violation to include date(s), time(s), and action(s)).

This behavior does not comply with the standards of performance expected of you as an employee.

(May wish to cite other warnings, if any, in here.)

Department

Dept. Head / Supervisor's Signature

Date

I hereby acknowledge receipt of the above. I certify that it was discussed with me.

Employee's Signature

Date

Newton, NH Safety Committee Form "F"

TOWN OF NEWTON, NH

WRITTEN SAFETY POLICIES

I have read and received training in the following Town of Newton Written Safety Policies adopted on October 19, 1994 and most recently revised in February 2009. I agree to abide by all Town of Newton, NH published policies.

POLICIES

- o First Aid ☐
- o Personal Protective Equipment ☐
- o Motor Vehicle Operation ☐
- o Accident Investigation ☐
- o Lock Out / Tag Out ☐
- o Hazardous Materials Management ☐
- o Hazardous Materials Communication ☐
- o MSDS (Material Safety Data Sheet) ☐
- o Hazardous Materials Labeling ☐
- o Hazardous Materials Terminology ☐

PLEASE CHECK BOX OF ALL POLICIES FOR WHICH YOU RECEIVED TRAINING.

Initial Training ☐

Follow up Training ☐

Employee Print Full Name

Employee Full Signatures

Date Training Received:

Signature of Department Head / Supervisor: _____

Title: _____

Date: _____

Newton, NH Safety Committee Form G

TOWN OF NEWTON, NH

SAFETY AND LOSS PREVENTION PROGRAM

This is to certify that I have received and read the current Town of Newton, NH written Safety Policy Manual.

I hereby agree to abide by all policies contained in said manual.

Print full name

Signature

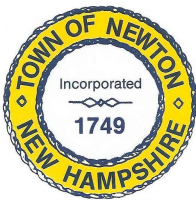
Date

Distributed by:

Signature

Title

Newton, NH Safety Committee Form "H"



TOWN OF NEWTON, NH
OFFICE OF THE SELECTMEN
P.O. Box 378
2 Town Hall Road
Newton, NH 03858



HARASSMENT / BULLYING INVESTIGATION REPORT

Name of Person Filing Report: _____

Check whether you are: Target of incident ☐ Reporter (Not the target) ☐

Date & Time of Incident: _____

Location of the Incident: _____

Name of the Target: _____

Name of the Aggressor: _____

Witness(s) (List people who saw the incident and have pertinent information)

Name: _____	Contact #: _____
Name: _____	Contact #: _____
Name: _____	Contact #: _____

Describe the details of the incident, including names of people involved, what occurred, and what each person did and said, including specific words used. (Please use additional sheets of paper if necessary and attach to this document.)

Signature of Person Filing Report: _____ **Date:** _____

Signature of Recipient: _____ **Date:** _____



TOWN OF NEWTON, NH
OFFICE OF THE SELECTMEN
P.O. Box 378
2 Town Hall Road
Newton, NH 03858



RELEASE AND INDEMNIFICATION AGREEMENT FOR VOLUNTEERS

I. Release of liability and indemnification agreement; volunteer (s) (and parent(s) / legal guardian(s), if applicable) must read carefully before signing.

In consideration for being permitted to engage in the following activity(s):

I understand that the above-described activities are or may be dangerous and do or may involve risks of injury, loss, or damage. I further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the above activity(s).

By signing this RELEASE AND INDEMNIFICATION AGREEMENT, I further hereby exempt, release, and discharge the Town of Newton, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage, arising out of or in any way related to the above-described activities.

I understand and agree that this RELEASE AND INDEMNIFICATION AGREEMENT shall be governed by the laws of the State of New Hampshire and that jurisdiction and venue for any suit or cause of action under this Agreement shall lie in the courts of New Hampshire.

This RELEASE AND INDEMNIFICATION AGREEMENT shall be effective as of the date set forth below and shall be binding upon me, my successors, representatives, heirs, executors, assigns and transferees.

II. VOLUNTEER SIGNATURE AND DATE:

Volunteer _____ **Date** _____

(See reverse side)

Newton, NH Safety Committee Form "J" – September 2014

III. PARENT/LEGAL GUARDIAN SIGNATURES: (Each parent/legal guardian must complete the following if the Volunteer is under 18 years of age.)

I am/we are the parent(s)/legal guardian(s) of the Volunteer and by my/our signature, agree to be bound by and responsible for all of the provisions of this RELEASE AND INDEMNIFICATION AGREEMENT, on behalf of ourselves, the volunteer, and the successors, representatives, heirs, executors, assigns, and transferees of ourselves and the Volunteer.

Signature(s) of Parents / Legal Guardian(s) (if applicable):

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____



TOWN OF NEWTON, NH
OFFICE OF THE SELECTMEN
P.O. Box 378
2 Town Hall Road
Newton, NH 03858



ANTI HARASSMENT / DISCRIMINATION POLICY

I have received and read the Town of Newton, NH Anti Sexual Harassment / Discrimination policy and I agree to abide by said policy.

Printed Name: _____

Signature: _____

Date: _____

SECT. VI - EVACUATION PLANS:

NEWTON TOWN HALL

EVACUATION PLAN

In case of an emergency in the building, employees will make sure that the fire alarm is sounded to evacuate the building.

Employees will close all office doors and customer windows as they exit.

Persons on the first floor have five (5) exit options:

- The front door to South Main Street
- The side door on the South side of the building.
- The West door in the Selectmen's office.
- The West door in the Town Clerk's office.
- The North door in the Copier Room

Choose the exit that provides the safest means of egress

1 *Persons on the second floor* have two (2) exit options:

- Down the front stairs through the front door to South Main Street.
- Through the side handicap door located on the South side of the building.

Choose the exit that provides the safest means of egress

**ALL EVACUEES WILL GATHER ON THE
LAWN IN FRONT OF THE BUILDING!**

GALE LIBRARY

EVACUATION PLAN

- In case of emergency in the building, employees will make sure that the fire alarm is sounded to evacuate the building.
- All employees who are in the library will meet in the parking lot located at the back of the building and will direct the emergency personnel to the last known location(s) of any persons who may still be in the building.
- Persons on the second floor will exit down the stairs through the front door, if possible, or exit onto the fire escape to the ground level.
- Persons on the first floor will exit through the front door, if possible, to South Main Street or out through the side handicap ramp door located on the North side of the building to the parking lot in the rear of the building.